

**STATE OF CALIFORNIA
DUTY STATEMENT**

PIA-028
(Revised 3/2004)

**DEPARTMENT OF CORRECTIONS & REHABILITATION
CALIFORNIA PRISON INDUSTRY AUTHORITY**

Instructions: Refer to the Human Resources Policies & Procedures Manual for Duty Statement Instructions.

1. Institution/Division/Office Central Office/Administration/Human Resources	2. Unit Name/Industry Labor Relations
3. Class Title Labor Relations Specialist	4. Proposed Incumbent (if known) VACANT
5. Current Position Number (Agency-Unit-Class-Serial) 063-043-9535-001	6. Effective Date 10/25/10

7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the general direction of the Chief, Human Resources Office, the Labor Relations Specialist functions as the Labor Relations Officer for the California Prison Industry Authority and provides all associated responsibilities of the position.
Work hours: 8:00 – 5:00; Monday - Friday

8. Percentage of time performing duties:	9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)
40%	ESSENTIAL FUNCTIONS Independently investigates, makes recommendations, and prepares responses to grievances and unfair labor practices. Reviews investigation reports, makes recommendations as to the appropriate action as a result of the investigation, and prepares adverse actions as appropriate. Serves adverse actions, and represents department at hearings. Implements the downsizing process and/or redirection of staff, prepares appropriate union notifications and other necessary documents, obtaining seniority scores, and providing placement options.
30%	Provides advice and counsel to managers and supervisors statewide on all levels of progressive discipline, the interpretation and application of labor agreements, grievances, relationships with labor organizations, interpretation of law, State Personnel Board Rules and departmental policies, adverse actions, and proposals to implement policies affecting the working conditions of California Prison Industry Authority (CALPIA) employees.
15%	Represents CALPIA at State Personnel Board, Public Employees Relations Board, Board of Adjustment, arbitration, and other hearings as appropriate. Assists attorneys representing California Prison Industry Authority in preparing for hearings.
10%	Coordinates the annual Post and Bid survey, notifies management and union of results and maintains the Post and Bid listing. Develops and presents training modules to managers and supervisors statewide on progressive discipline, contract implementation and grievance handling, Fair Labor Standards Act, overtime distribution and Post and Bid.
5%	Acts as chief negotiator in delegated meet and confer sessions with labor organizations as delegated by the Department of Personnel Administration. Serves as the Equal Employment Opportunity (EEO) coordinator for CALPIA.

10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL JT 10-28-10		